



DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND
REGION ELEVEN
NAVAL AIR STATION
8100 JEFFERSON BLVD., BLDG. 11
DALLAS, TX 75211-9502

Ch 1
made
9 Nov 99

REDCOMREG11INST 11200.1F
N42C
28 AUG 1997

COMNAVRESREDCOMREG ELEVEN INSTRUCTION 11200.1F

Subj: ADMINISTRATION, MANAGEMENT, OPERATION AND MAINTENANCE OF
CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE)

- Ref: (a) COMNAVRESFORINST 11200.3C
(b) NAVCOMPT Manual, Vol. 3
(c) OPNAVINST 11240.8G
(d) NAVFAC P-300
(e) OPNAVINST 5102.1C
(f) NAVFAC MO-403, Navy Driver's Handbook

- Encl: (1) Transportation Equipment Management Evaluation Summary
(TEMES) Feeder, REDCOM 11 11200/1 (Rev. 10-97)
(2) Sample Motor Equipment Utilization Record, DD 1970
(3) Sample Operator's Inspection Guide and Trouble Report,
NAVFAC 9-11240/13

Ch 1
1. Purpose. To provide standard instructions, administrative procedures and reporting requirements for the centralized management, control, operation and maintenance of Civil Engineering Support Equipment (CESE) assigned to activities within REDCOM 11. CESE includes automotive vehicles (buses, sedans, station wagons, carryalls, light and heavy trucks, etc.), construction, railway, fire fighting and mobile weight handling equipment. *"CESE does not include NSA leased vehicles."*

2. Cancellation. COMNAVRESREDCOMREG11INST 11200.1E

3. Scope. Applies to all vehicles assigned to Commander, Naval Reserve Readiness Command, Region Eleven, and to all personnel, both military and civilian, who manage, operate and maintain CESE equipment.

4. Discussion. Reference (a) authorizes control of CESE allowances and assignment at the REDCOM 11 level, and establishes instructions and guidelines for the management, control, operation and maintenance of CESE allowances. References (b) through (d) delineate the responsibilities and management

28 AUG 1997

procedures for all government vehicles. Reference (e) provides instructions for mishap reporting. Reference (f) provides additional guidelines for motor vehicle operators.

5. Policy and Procedures. Compliance with references (a) through (f) and this instruction is directed for all REDCOM 11 activities. Each vehicle shall be maintained and operated safely and economically. Each vehicle will be kept clean and in good external repair in order to present a positive Navy image.

6. Action

a. REDCOM 11 Director of Logistics (N4) is designated as Transportation Officer for the region, and will:

(1) Provide guidelines for management and maintenance of CESE.

(2) Provide technical assistance as required.

(3) Maintain inventory of all CESE equipment assigned within REDCOM 11 and allocate assets to Reserve centers as appropriate.

(4) Plan and program for CESE replacements per governing directives.

(5) Evaluate and approve Preventive Maintenance Schedule (PMS) for each vehicle assigned.

(6) Monitor use and maintenance of all vehicles assigned and comply with NAVFACENGCOM reporting requirements.

b. REDCOM 11 CESE Manager (N42C) will:

(1) Assist the Transportation Officer in the performance of his duties.

(2) Maintain all required CESE records and files.

28 AUG 1997

(3) Monitor all approved PMS schedules for compliance and maintain individual vehicle maintenance history files.

(4) Act as CESE Coordinator for vehicles assigned to REDCOM 11 for use and as overall CESE Coordinator for vehicles assigned to REDCOM 12 Reserve centers.

c. Reserve center commanding officers will:

(1) Accept custody of assigned vehicles and ensure compliance with the provisions of this instruction and references (a) through (g).

(2) Designate a CESE Coordinator. Ensure that all duties assigned by this instruction to the CESE Coordinator are carried out.

(3) Submit a monthly TEMES feeder report (REDCOM 11 11200-1), using enclosure (1), to reach REDCOM 11 (N42C) not later than the 5th day of the month following the month reported.

(4) Ensure compliance with approved PMS schedules. Forward copies of all maintenance and repair documentation (i.e. invoices, purchase orders, work orders, etc.) to REDCOM 11 (N42C) monthly to reach REDCOM 11 no later than the 5th day of the following month (as part of the TEMES Feeder Report).

d. Command CESE Coordinator will:

(1) Coordinate all requirements, assignments, dispatching and preventive maintenance.

(2) Ensure that enclosure (2) is completed each time assigned vehicles are used and are filed in the use, maintenance and repair history file.

(3) Maintain security and control of all vehicle keys and utilization records.

28 AUG 1997

(4) Ensure that enclosure (3) is completed each day and filed in the use, maintenance and repair history file.

(5) Ensure travel packets are maintained in each vehicle. Travel packets will include the following:

- (a) Operators Report of Motor Vehicle Accident (SF 91).
- (b) Accident Identification Card (DD 518).
- (c) Motor Vehicle Utilization Record (DD 1970).
- (d) U.S. Government Fleet Service Card.
- (e) Operator Inspection Guide and Trouble Report (NAVFAC 9-11240/13).
- (f) Government Vehicle Operators Guide (DFSCH 4200.1).

(6) Ensure vehicles are kept clean and in good repair.

(7) Ensure all operators are aware of procedures to follow in the event of an accident or breakdown.

(8) Upon receipt of each assigned vehicle, develop a PMS schedule using manufacturers recommendations given in the manufacturers handbook provided with the vehicle. Include the minimum guidelines given in reference (e), chapter 4, and submit to REDCOM 11 (N4) for approval. Develop and submit an initial PMS schedule to REDCOM 11 (N4) for approval within 30 days of receipt of this instruction.

(9) Maintain a maintenance and repair history on each assigned vehicle. The file shall contain all information and documentation pertaining to the specific vehicle maintenance and operation (i.e. Motor Equipment Utilization Records, repair invoices, copies of purchase orders for repairs, work orders, etc.) and accident reports.

28 AUG 1997

(10) Ensure the safety inspection required by reference (d), paragraph 4.1.10.5 is completed at intervals not to exceed 12 months or 12,000 miles. File a copy of the inspection in the vehicle's use, maintenance and repair history file.

7. Forms. REDCOM 11 11200/1 has been distributed to all Reserve centers via computer. Order NAVFAC 9-11240/13, DD 1970, SF 91 and DD 518 through the Navy stock system.

8. Reports. TEMES feeder reports are required by the 5th day of each month following the month reported. Report Symbol (REDCOM 11 11200-1) is assigned and approved for three years from the date of this instruction.



U. L. NOLEN

Distribution: (REDCOMREG11INST 5216.1P)
List B-2

TRANSPORTATION EQUIPMENT MANAGEMENT EVALUATION SUMMARY (TEMES) FEEDER
(Monthly Vehicle Report - One Per Vehicle)

Activity: _____	Make: _____	Month: _____
Activity UIC: _____	Model: _____	Fiscal Yr: _____
Report Date: _____	Year: _____	USN No: _____

1. Fuel Purchases (List Separately) (See Notes 1 and 2)

DATE	TYPE	GALLONS	COST / GL	TOTAL COST	Odometer Reading When Purchased
Total Gallons:			Total Cost:		

Odometer Reading From Previous Month: _____

Odometer Reading From Present Month: _____

Current Month Total Miles Driven: _____

2. Planned Maintenance / Emergency Repairs (See Note 3)

Date	Maintenance/Repair Work Summary	Cost	Down Time (In Hours)
Total Cost and Down Time:			

If additional space is needed to report fuel purchases, maintenance &/or emergency repairs, use reverse side of form or separate sheets

3. OIL PURCHASES: List all purchases during reporting period:

Date	Grade	Quantity (Qts)	Unit Cost	Total Cost

4. ACCIDENT INFORMATION - If a vehicle is involved in an accident:

(A) Notify REDCOM Eleven Command Duty Officer immediately;

(B) Ensure a copy of the accident report and repair estimate is forwarded to REDCOM Eleven Code N42C within 3 working days.

Notes:

(1) Ensure odometer readings are recorded on fuel receipts at time of purchase.

(2) Submit a legible copy of all fuel receipts with report.

(3) Submit a legible copy of all maintenance / repair documentation.

28 AUG 1967

MOTOR EQUIPMENT UTILIZATION RECORD

DATE (YYMMDD)		TYPE OF EQUIPMENT		REGISTRATION NO./SERIAL NO.		ADMINISTRATION NO.	
ORGANIZATION NAME		ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE		OUT				DISPATCHER'S SIGNATURE	
		TOTAL					
2D OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE		OUT				DISPATCHER'S SIGNATURE	
		TOTAL					
3D OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE		OUT				DISPATCHER'S SIGNATURE	
		TOTAL					
4TH OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE		OUT				DISPATCHER'S SIGNATURE	
		TOTAL					
DESTINATION	TIME		RELEASED BY (Signature)		REMARKS		
	ARRIVE	DEPART					
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28 AUG 1997

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	
<input type="checkbox"/>	1. DAMAGE (Exterior/Interior/Missing Components)
<input type="checkbox"/>	2. LEAKS (Oil, Gas, Water)
<input type="checkbox"/>	3. TIRES (Check inflation, abnormal wear)
<input type="checkbox"/>	4. FUEL, OIL, WATER SUPPLY (Antifreeze in season)
<input type="checkbox"/>	5. BATTERY (Check water level, cables, etc.)
<input type="checkbox"/>	6. HORN
<input type="checkbox"/>	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
<input type="checkbox"/>	8. INSTRUMENTS (Oil, Air, Temperature, etc.)
<input type="checkbox"/>	9. WINDSHIELD WIPER
<input type="checkbox"/>	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
<input type="checkbox"/>	11. CARGO, MOUNTED EQUIPMENT
<input type="checkbox"/>	12. STEERING
<input type="checkbox"/>	13. SAFETY DEVICES (Seat belts, flares, etc.)
<input type="checkbox"/>	14. DRIVE BELTS/PULLEYS
<input type="checkbox"/>	15. BRAKES (Bleed air tank when equipped)
<input type="checkbox"/>	16. OTHER (Specify in "Remarks")
DATE	OPERATOR'S SIGNATURE
REMARKS	

NAVJAC 9-11200/13 (12-87)
 Supersedes DD Form 1358
 1/8 0105-LF-004-1105

Encl (3)